



Filing a Return as a Ethanol Broker Manual Data Entry

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time



EPath Help

Login >

Log in to your Account

Username: Password:

Forgot your Password?

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge

Bank Franchise Tax

Contractors' Excise Tax

Sales and Use Tax

Motor Fuel:

Biodiesel Producer Blender

Ethanol Producer Ethanol Broker

Importer/Exporter LNG

LPG User LPG Vendor

Supplier

If you don't have an EPath account and Make a Payment > need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

Due Dates Calendar

Please refrain from using the browser's back button while using this site. This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement



Each • has help information, simply point to the • to display the information.

Main Menu >

File and/or pay taxes.

- ▶ File or Amend Return/Payment ¹
- ► Upload Additional Documentation 19

Select an account function to perform.

- ► Add/Edit User Accounts ①
- Cancel Licenses
- ▶ Print License Card

View History.

- ▶ View Account Activity ¹
- ► View Pending Items ①

► Payment Only ①

- ▶ Change Profile ¹ •
- ► Add a License
- ▶ View/Edit Pending Electronic Payments ¹ Output
- ▶ View Deleted Electronic Payments ①

Log out

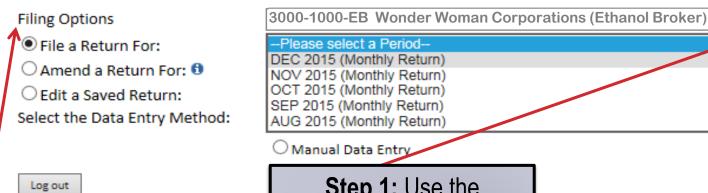
Main Menu ➤ File and/or pay taxes. File or Amend Return/Payment ① Dipload Additional Documentation ①

Tax Return Filing Menu ≻

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



Step 2: Choose from Filing Options to file, amend, or edit returns

Step 1: Use the dropdown boxes to display license numbers and returns

Next

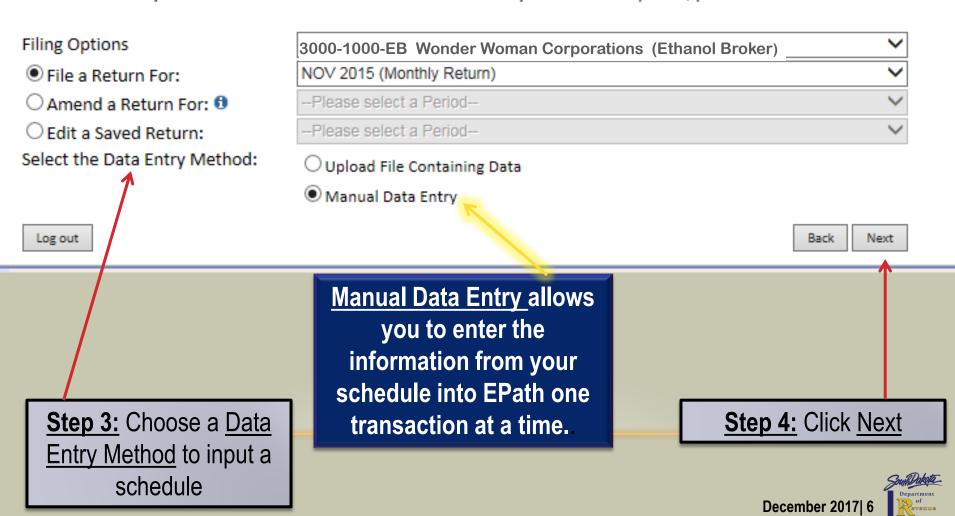
Back

Tax Return Filing Menu >

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PRODUCT TYPES, SCHEDULE TYPES, AND MODE OF TRANSFER

❖ You will only be reporting Ethyl Alcohol sales so the product type entered will always be 123. Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>	Line of Return
2B	This schedule type will report gallons received with tax unpaid.	1
6a	This schedule type will report gallons sold tax exempt to a licensed exporters for an out-of-state destination.	2
8	This schedule type will report gallons sold tax exempt to U.S. Government entities.	3
10	This schedule type will report gallons sold to other tax exempt entities.	4
5	This schedule type will report gallons sold/delivered with tax collected.	5

How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

Return Data Entry

Step 1: Enter the information from your records into each box.

The <u>Purchaser's FEIN</u> or <u>Social Security</u> cannot be substituted for <u>999999999</u> if they are not available

December 2017| 8

Return Data Entry > Filing NOV 2015 Return For 3000-1000 EP Enter the information for each listing in the fields provided below and click the 'Save' button to Main Menu add/edit the listing. You may delete or edit records after they have been added. When done Logout entering all listings click the 'Next' button to continue. Data Entry> Schedule Type 5 - Gallons delivered with tax collected Destination State View Return Verify Info Product Type 123 - Alcohol Sold To A Purchaser 999999999 Carrier Name A Carrier Name Purchaser's FEIN Carrier FEIN Date Shipped 1 11/01/2015 123456789 Mode V Manifest Number 123456 SD Gross Gallons Origin State 1500 Clear form after updates Step 2: Page 0 of 0 | Total Records: 0 Click Save If you check this box it will Date Shipped is after each clear the form to enter the the Transaction entry. next transaction. Date Save Schedule Information Step 3: Once you have entered and Next Back saved all of your information click

Next.

Main Menu Logout

File Definition

File Layout

File Upload

File Preview

EB Summary>

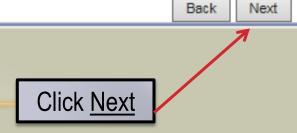
Payment Method

Make Payment Verify Info

Ethanol Broker Return

- 1		
4	ETHYL ALCOHOL & SALES	
	1. Total gallons of ethyl alcohol received from the Ethanol Producer and licensed Ethanol Broker for	700
1	resale (Schedule Type 2b)	
1	2. Total gallons of ethyl alcohol sold to a licensed exporter for export.	100
1	3. Total Gallons of ethyl alcohol sold to a U.S. government.	0
1	4. Total gallons of ethyl alcohol sold to a licensed Ethanol Broker for resale.	0
1	5. Total taxable gallons (Subtract Line 2, 3, and 4 from Line 1)	600
	TAXES AND FEES DUE	
1	6. Subtotal taxable gallons of ethyl alcohol	600
1	7. Allowance (if filing on time) (Multiply Line 6 by 0.0225)	0
_	8. Total taxable gallons (Subtract Line 7 from Line 6)	600
	9. Tax Rate	\$0.14
	10. Taxes Due (Multiply Line 8 by Line 9)	\$84.00
	11. Tank Inspection Fee (Multiply Line 6 by 0.0200)	\$12.00
	12. Total Taxes and Fees Due	\$96.00
	13. Interest (if filing after due date)	\$6.92
	14. Penalty (if filing after due date)	\$10.00
	15. Grand Total (Add Lines 12 and 13, and add or subtract Line 14)	\$112.92

TIP: Always remember to review your entries before continuing on in the process.



Example: Returns with Tax Due

On the Payment Method page you have the option to pay the tax amount due on your Ethanol Broker Return. If no tax is due you will not reach this page.



Filing NOV 2015 Return For 3000-1000 EB

Step 2: Follow the prompts to

make a payment if you choose

to make a payment at this time

Step 1:

Choose a Payment

Method

File Preview

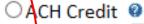
EB Summary

Payment Method>

Make Payment Verify Info

Select the Payment Method you will be using











A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

No Payment at this time. (Interest will apply to late payments.)

If you choose to make a payment at a later date select No Payment at this time and click Next.

Back Next

Step 3: Click Next

Verify Information >

Main Menu Logout

File Definition

File Layout

File Upload

File Preview

EB Summary

Payment Method

Make Payment

Verify Info>

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

3000-1000-EB License:

WONDER WOMAN Name: CORPORATIONS

File Code: Required Calendar Monthly Period: 11/2015

Return Due Date: 3/23/2016

Return Type: EB - Original

Total Tax Due: \$96.00 Interest/Penalty: \$16.92 Total Due: \$112.92 Payment Type: None

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.



Login Password: ••••••

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Back

Submit



Confirmation Information >

Confirmation

Confirmation Number: 117251341694570807
Date Submitted: Jun 09, 2016 5:25 PM

Return

License: 3000-1000-EB

Period: 11/2015

Return Type: EB- Original

Return Due Date: Mar 23, 2015 Total Amount Due: \$112.92

X

View/Print Full Return

Print

Main Menu

Please Note: You will
NOT be able to print
your return after you
return to the main menu.
Click View/ Print Full
Return to print your
return



Find additional information and instructions for using EPath at: http://dor.sd.gov/epath/

Questions?

Call: **605.773.8178**

Email: <u>sdmotorfuel@state.sd.us</u>